

NSHS ESC MEETING MINUTES for 15 March 2001

MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

MEETING OBJECTIVES:

1. Update of directorate processes
2. Review of elements 1-4 of the Quality Manual
3. Develop Internal Audit Process
4. Redline Customer Evaluation process

LEADER: CAPT Wynkoop

FACILITATOR: CDR Whalen, CDR Baker, LCDR Kennedy, LT Leonard, MR Kirkbride

TIME:

FROM: 08:30 TO: 1130

MEMBERS PRESENT

- CAPT Wynkoop
- CAPT Younger
- CDR Hearin
- HMCM Castillo
- CAPT Welbourn
- MR Behnke
- CDR Bryson
- CDR Luke
- LT Miller
- MR Dumbeck
- CDR Whalen (Adhoc)
- CDR Baker (Adhoc)
- Mr. Kirkbride (Adhoc)

MEMBERS NOT PRESENT

- HM2 Pitt
- CAPT Miller
- LT Leonard (Adhoc)
- LCDR Kennedy (Adhoc)

AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and review of agenda	The CO opened the meeting with a review of the agenda and ESC minutes of 8 March 2001.	CAPT Wynkoop	
Directorate Process Update	Each Director briefed their status of directorate process.	Directors	
Quality Manual	The ESC members were briefed on the elements 1-4 of the NSHS Quality Manual. The minor changes will be made and the update sent by e-mailed to ESC members for their review.	CDR Whalen	
Internal Audit Process	The ESC members started the development of the Internal Auditor process. See enclosure (1)	CDR Whalen	
Criteria for Registrar selection	The criteria for Registrar selection was briefed to the ESC members and approved. See enclosure (2)		
Set agenda for next meeting	Next scheduled ESC meeting is 22 March 2001	CDR Whalen	
Open action items	Action item: ISO-IT will develop a process improvement statement for the Quality Manual.	ESC members	
	Action item: ESC members identify by name staff to attend Internal Auditors Training.	ISO-IT	